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## MINUTES OF THE ADMINISTRATION STAFF MEETING - 23 JANUARY 1951

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1. The Director of Training presented the proposed orientation and indoctrination program. General discussion held. Approximately ☐ employees, one-half of whom are Grade GS-6 or above have entered CIA since 1 October 1950. The staff without exception supported the program. The subject is to be resolved as to whether the program can be mandatory and in some cases whether all Assistant Directors and Office Chiefs will attend selected phases of the program. Mr. Kirkpatrick of the Director's Office was present and will assist in solving some of these problems.

2. The rapid reading proposal was not presented.

3. Discussed the organizational location of the safety officer, and agreed that he should remain in Inspection & Security.

4. Workweek. Mr. McConnell will endeavor to clarify the situation at the next early morning conference with Mr. Jackson, and further clarify it at the Assistant Director's meeting on Monday.

5. Sunday duty hours. Agreed that in the future, all calls for administrative support made on Sundays and holidays will be made to the Office of the Deputy Director (Administration) and that all the office chiefs concerned will designate to the duty officers the names of those who will be available by telephone for immediate call. Mr. McConnell indicated that it appears reasonably certain at this time that the administrative setup of the covert offices will follow the recommended pattern where each covert office will be allowed a small internal administrative staff to operate the internal administration of each office. Details will be worked out later.

6. Mr. McConnell asked Mr. Kirkpatrick if the operating offices were cooperating with the administrative offices, and if not, give some examples. Mr. Kelly cited the confusion in that transfer of personnel from GRS to other offices in CIA. Mr. Kirkpatrick will also assist in settling this situation.

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JAMES D. ANDREWS

cc: Deputy Director (Administration)  
 Assistant Deputy Director (Administration) Covert  
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 General Counsel  
 Comptroller  
 Chief, Procurement  
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